



# City of Bedford Heights Firefighter / Paramedics NOW HIRING



**Requirements:**

- Possess a valid driver’s license
- Be a U.S. citizen, age 18 or older
- Be a high school graduate, GED, equivalent
- Certified Ohio paramedic or National Registry Card



Pay range: **\$60,123.00 - \$87,329.00**

*plus, full health benefits, vacation, PTO, \$\$ bonuses, & more!*

**Application Info:** Application begins on the next page; **Pg 3 must be notarized.**

- Civil Service Stephanie can notarize it, **for free**, when turned in at City Hall.

**Submission Instruction:** Accepting applications now – June 21, 2024



**In-Person** at Bedford Heights City Hall: 5661 Perkins Road - Monday – Friday 10:00am-4:30pm



**Placed in** the secure drop box at City Hall’s main door (rear of bldg.) -after hours/weekends

**OR**



**Mailed to** ATTN: Stephanie 5661 Perkins Rd. Bedford Hts, OH 44146



For questions or info, call Stephanie at 440-786-3213

**Exam Info:** To be considered for the position, you must submit the application by **June 21, 2024** and take, pass the general knowledge Civil Service test on **June 29, 2024.**

**Written Civil Service exam – Entry-level Firefighter/Paramedic**

**Date:** Saturday, June 29, 2024

**Time:** 8:45AM

**Where:** Bedford Heights Community Center

**Location:** 5615 Perkins Road Bedford Heights, OH 44146

**Rules of Exam:**

- Applicants must **show photo ID** at check-in, phones/electronics not allowed

**Extra Credit:** Minimum passing score is 70%. Extra credit is awarded if you receive 70% or higher

Extra credit points awarded for:	Documents to Provide	Points
<b>Education:</b>	4-yr degree <u>Transcript</u> or color copy of diploma/degree	2
	2-yr degree <u>Transcript</u> or color copy of diploma/degree	1
<b>Military:</b>	Service copy of DD-214	5
<b>Resident:</b>	of Bedford Heights <u>Occupancy certificate/ lease agreement</u>	1
<b>Training:</b>	Academy Fire I & II certification	1

*\*\*More than 1 extra credit may apply, submit docs for each that is applicable\*\**



**FORMER EMPLOYERS** Below, list the **last three** employers, **beginning** with the **MOST RECENT**.

Name of present or last employer		Job title	Full time or Part time?	
Address		City	St	Zip
Start date	End date	Starting Pay	Final Pay	
Supervisor's Name, Title		May we contact your supervisor? <input type="checkbox"/> Yes      No <input type="checkbox"/>	Phone	
Description of work				
Reason for leaving				

Name of present or last employer		Job title	Full time or Part time?	
Address		City	St	Zip
Start date	End date	Starting Pay	Final Pay	
Supervisor's Name, Title		May we contact your supervisor? <input type="checkbox"/> Yes      No <input type="checkbox"/>	Phone	
Description of work				
Reason for leaving				

Name of present or last employer		Job title	Full time or Part time?	
Address		City	St	Zip
Start date	End date	Starting Pay	Final Pay	
Supervisor's Name, Title		May we contact your supervisor? <input type="checkbox"/> Yes      No <input type="checkbox"/>	Phone	
Description of work				
Reason for leaving				

**REFERENCES** Provide names of **three** people you are **NOT RELATED TO** and have **KNOWN AT LEAST ONE YEAR**

	Name	City & State	Phone	Yrs. Known	Reference Type Professional / Social
1					
2					
3					

**PERSONAL HIGHLIGHTS** Please note any special awards, honors, etc. you want us to know


**SERVICE RECORD**

Branch of Service	Location Stationed
Rank at Discharge	Discharge Date

**Authorization • DO NOT SIGN UNTIL in front of a NOTARY PUBLIC**

I certify that the information contained in this application are true and complete to the best of my knowledge, and understand that if employed, any falsified statements on this application will be grounds for dismissal.

I authorize investigation of all statements contained herein and the references and employers listed above to give you all information concerning my previous employment and any pertinent information they may have, personal or otherwise and release the city from all liability for any damage that may result from utilization of such information.

I also understand and agree that no representative of the city has any authority to enter any agreement for employment for any specified period or to make any agreement contrary to the foregoing, unless it is in writing and signed by the mayor.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

STATE OF OHIO  
CUYAHOGA COUNTY, SS:

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Signature of Notary Public



DIVISION OF POLICE

# CITY OF BEDFORD HEIGHTS

5661 PERKINS RD | BEDFORD HEIGHTS | OH 44146



PHILLIP STEVENS  
Mayor/Safety Director

MICHAEL MAROTTA  
Bedford Hts Police Chief

## Release of Information Authorization

I, \_\_\_\_\_, presently residing at the following address:  
(print name)

(address:) \_\_\_\_\_, have applied for  
employment with the City of Bedford Heights.

I have been advised and fully understand that the Bedford Heights Police Department will conduct a thorough investigation of my background, to assist in determining my suitability for employment.

I understand that during this background investigation the Bedford Heights Police Department will make inquiries of, but not limited to, officials and records of schools I have attended; police departments and/or courts with whom I have a conviction record; financial standing; past and present employers; and other person(s) who may be able to provide information about me, that the City of Bedford Heights desires.

I further understand that I will be required to submit to fingerprinting at the Bedford Heights Police Department and that a copy or computer-generated copy of my fingerprints will be sent to the Ohio Bureau of Criminal Identification and Investigation, for the purpose of determining my criminal conviction record.

I hereby give permission and waive all provisions of law prohibiting any school official, court, police agency, credit bureau, employer, firm, or person from disclosing knowledge or information they have concerning me which is requested or desired by the City of Bedford Heights and/or the Bedford Heights Police Department for the purpose of employment background inquiry.

I recognize the right of the City of Bedford Heights and the Bedford Heights Police Department to treat, at its discretion, certain sources and confidential, and their right to withhold from me or my agent, the names of such confidential sources and information obtained therefrom.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

Print name: \_\_\_\_\_

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## Adjustments to Exam Grade for Extra Credit Points

(Civil Service Rule 8, Competitive Examinations, §8.09)

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I hereby apply for the following adjustments to my exam grade pursuant to Civil Service Rule 8, Competitive Examinations, §8.09, provided I score a minimum passing grade of seventy percent (70%). Copies of the proper documents as proof are attached. I understand that no credit will be given if this form and properly marked proof are not attached to my application at the time of filing with the Secretary of the Commission.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

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**Read each extra credit opportunity and check where applicable.**

**\*At least 1 line must be checked\***

\_\_\_\_ **EDUCATION CREDIT** – College transcript showing attainment of degree **or** a color copy of diploma / degree received

**4-year degree - 2 points**

**2-year degree – 1 point**

\_\_\_\_ **MILITARY SERVICE** – Honorable discharge or separation from active service in the United States Armed Forces.

**DD-214- 5 points**

\_\_\_\_ **RESIDENCY CREDIT** – Written verification – **Occupancy Certificate** from Bedford Heights Building Dept, call **440-786-3237**.

If you rent in the city of Bedford Heights, a **signed copy of your lease** showing 1-year residency.

If your lease renewed, a copy of prior lease.

**Resident – 1 point**

\_\_\_\_ **TRAINING CREDIT** – Fire Academy 1 & 2 certification.

**Fire 1 and 2 - 1 point**

\_\_\_\_ **NO ADJUSTMENTS** – I qualify for **no adjustments** per Rule 8, Section 8.09

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**\*Extra credit cannot be awarded without this form and proper documents\***

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Acting under a bona fide affirmative action program by the federal government, the City of Bedford Heights requests the following information for statistical purposes only:

Sex: \_\_\_\_\_

Race: \_\_\_\_\_

National origin: \_\_\_\_\_

Religious preference: \_\_\_\_\_

It is Bedford Heights's policy to be fair and impartial in all relations with employees and applicants for employment.

**DO NOT WRITE ON THIS PAGE ~ INTERVIEWER USE ONLY**

<b>Candidate name:</b>	Interviewed by:	Date
Comments		
<b>NEED MODIFICATION?</b> <input type="checkbox"/> NO	<input type="checkbox"/> YES (specify)	<input type="checkbox"/> License / ID checked
If yes, please specify:		

<b>Candidate name:</b>	Interviewed by:	Date
Comments		
<b>NEED MODIFICATION?</b> <input type="checkbox"/> NO	<input type="checkbox"/> YES (specify)	<input type="checkbox"/> License / ID checked
If yes, please specify:		

**BACKGROUND CHECK**

Reported by:	Date	Recommended? <input type="checkbox"/> YES <input type="checkbox"/> NO
Polygraph <input type="checkbox"/> NOT REQUIRED	Date of test	Results <input type="checkbox"/> PASSED <input type="checkbox"/> DID NOT PASS
Significant Concerns?		

Date Hired	Department	Position
Salary / Wages	Start date	Will Report

<b>Approved 1</b>	<b>MAYOR</b>	Date
<b>Approved 2</b>	<b>DEPT HEAD</b>	Date
<b>Approved 3</b>	<b>FINANCE DEPT</b>	Date

After hire applications are kept in personnel files in payroll office, otherwise Civil Service applications are in the Civil Service office.



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**Civil Service • Entry-level Firefighter-Paramedic**  
**Application & Exam Procedure**

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- A. Citizenship and Age.** Applicants must be a U.S. citizen, age 18+ on/before hire and hold a valid Ohio driver's license.
- B. Applications, Documents, Extra Credit.** All questions on the application must be answered. To certify that answers and statements are true, **Applications must be notarized – Civil Service Secretary can notarize the application, free of charge, when turned in at city hall; Otherwise, notaries can be found at the bank, BMV, Court (\$5).** Do not sign page 3 until in front of a notary. Notary must witness your signature. An application is not complete until all documentation is provided and the application fee has been paid. All applications filed are the property of the Commission and cannot be returned

The following Extra Credits may be applied, if documentation is included with application when filed:

- |                                      |   |
|--------------------------------------|---|
| <b>Education</b>                     | – College transcript showing attainment of degree or a Color copy of diploma / degree received.<br><br><b>4-year degree - 2 points</b><br><b>2-year degree – 1 point</b>  |
| <b>Military Service</b>              | – Honorable discharge /separation from <u>active service</u> in the United States Armed Forces.<br><br><b>DD-214- 5 points</b>  |
| <b>Resident</b><br>(Bedford Heights) | – Written verification - an <b>Occupancy Certificate</b> obtained from the Bedford Heights Building Dept, call <b>440-786-3236</b> .<br><br>If you <u>rent</u> in the City of Bedford Heights, a <b>copy of lease agreement</b> showing residency.<br><br>If lease has been renewed, bring a copy of prior lease<br><br><b>Resident – 1 point</b> |
| <b>Training</b>                      | – Ohio 240-hour Firefighter Training Certificate – <b>1 point</b><br>Ohio Firefighter I & II card<br><br><b>Fire I &amp; II card - 1 point</b>  |

Applicants must score at least 70% on the exam before extra credit will be applied.

- C. Exam Rules; ADA aids/Reasonable Accommodations.** Exam is **Saturday, June 29, 2024 at 8:45am** at the **Bedford Heights Community Center: 5615 Perkins Rd Bedford Heights OH 44146**. Applicants are required to show **photo ID** upon entry to exam. Cell phones & electronics are prohibited. Once the exam has started, no applicant will be admitted after the designated start time. Applicants must request reasonable accommodations and/or auxiliary aids at the time of filing the application. Protests are not allowed for entry-level exams. **If you have questions, call Stephanie: 440.786.3213**
- D. Eligibility; Certification; Interview, etc.** Applicants successfully scoring 70% and above will be placed on the eligibility list. Applicants receiving tied scores on the written exam, after extra credit is added, will be ranked in the order their applications were filed. Applicants will be notified by the Secretary of their exam grade/score and ranking on the eligibility list. Applicants will be notified again when their name is certified, at which time an interview may be scheduled by the head of the department. Failure to respond/appear for the interview shall be reason for removal from the eligible list.

All appointments to the Police Department are made by the mayor as Appointing Authority. If a position is offered, **successful completion of a background check, drug screening, medical exam, physical agility, polygraph and psychological exam will be required before appointment.**

**E. Contract; Salary; Benefits.** The city is presently under contract with International Association of Fire Fighters, Local 1497. The bargaining unit contains all Firefighters, Paramedics, Lieutenants and Captains in the city's Fire Department.

1. **Union Membership; Dues.** An employee may join the collective bargaining unit. Membership is voluntary and solely within the employee's discretion.
2. **Probation Period.** Firefighter must serve an 18-month probation period as a Firefighter 3<sup>rd</sup> grade. If the conduct, capacity, fitness, or aptitude of a probationary employee is unsatisfactory, he or she may be discharged at the discretion of the appointing authority at any time. Such employee shall not be subject to the grievance procedure. If an employee is voluntarily terminated from city employment within one year, he or she is required to reimburse the city all educational and training costs, including travel expense. Such employee shall not be subject to the grievance procedure if a probationary employee vacates the position before the end of the probationary period, he/she will reimburse the city the pro rata amount of any uniforms and/or training received.

**3. Salary (base pay)**

Rank		2024
Firefighter 3 <sup>rd</sup> Grade	----	\$60,123 <sup>00</sup>
Firefighter 2 <sup>nd</sup> Grade	----	\$73,177 <sup>00</sup>
Firefighter 1 <sup>st</sup> Grade	----	\$87,329 <sup>00</sup>

4. **Other Benefits.** The Contract explains other benefits including an extra \$40 per tour when on main rescue squad; longevity compensation from 2% after 3 years of service up to 7% dependent upon years of service; pension payments to the Police and Fire Pension Fund; acting officer pay; overtime; comp time-max 200 hours; reporting and call-back pay at overtime rate of not less than 4 hours pay; payment for court/jury time; shift trade; short leave-2 hours on Christmas, Thanksgiving and Easter; vacations from 2 weeks after one year of continuous service, up to 5 weeks based on years of service; 12.5 tours of duty off for holidays per year; group health care, dental, vision and drug insurance benefits; life insurance of \$20,000; sick leave of 13 hours for each month of service; funeral leave; military leave; injured-on-duty benefits; leave of absence; and clothing and uniform maintenance allowances. The Contract explains seniority, grievance procedure, arbitration rights. Employees may be required to submit to a complete physical and stress test related to ability of the employee to perform his/her job no more than once per year.

**F. Pre-Hire Requirements.** Applicant(s) selected for conditional offer of employment must pass a background check, polygraph, medical physical, and drug screen prior to appointment.

**FURTHER INFORMATION MAY BE REQUESTED.**